

Hello Way To Go Participants,

It was great to meet you at the kick-off/orientation meetings.

Contact information for the program is:

WTGS Phone: 684-8550

E-mail: [waytogo@ci.seattle.wa.us](mailto:waytogo@ci.seattle.wa.us)

Fax: 233-0085

Generally speaking, e-mail to [waytogo@ci.seattle.wa.us](mailto:waytogo@ci.seattle.wa.us) is the best way to reach me. You may wish to copy this information down or print it out for convenient reference.

Attached to this e-mail is a copy of the NON-DRIVING TRAVEL DIARY saved as a Microsoft Excel Spreadsheet file (NON-DRIVING0000a.xls). A number of participants asked if they could arrange to use this format to keep the travel diary.

#### 1. SAVE A GOOD COPY OF THIS FILE

I suggest that to save a good copy of this document you should simply save the attachment without opening it, using the "save as" from the main "file" menu that runs across the top of most programs (if you are using Windows).

Once you have a copy of this file on your computer's hard drive, then you can open it and begin to use it for your diary. But, you will want to take care to avoid overwriting and changing this blank form. If simply you open it, fill in the blanks, and then save it, then the next time you open it, it will no longer be blank. It will have whatever you typed in the blanks.

#### 2. NAMING YOUR FILE

The file I've sent you is called a 'workbook'. Inside the workbook are 8 sheets with tabs along the bottom – one sheet for each day of the week, plus an example sheet. Each sheet has spaces for all the exact same information as the paper Travel Diaries you received at the orientation session, it just looks a little different. Please review the example page (tab at the far right) to see how to fill in your travel information. If something is not clear, please do not hesitate to call or e-mail me (684-8550).

To preserve a clean copy of this workbook to start with each time, as soon as you first open the file, choose "save as" from the "file" menu at the top, and then a dialogue box will open up, and you can change the name of the file (i.e. the workbook). My preference is that you change the name in the following way:

Replace the "0000" part of the name to the date of the Monday that starts the week you are keeping the diary for. So if you were opening up a new copy of the file to record trips starting on Monday, May 21, then change the name of the file to "NON-DRIVING0521a.xls", where 0521 (Monday's date) replaces the "0000" part of the file

name. Once you have changed the name of the file, then you can continue with the “save as” operation by clicking on the “save” button on the right-hand side of the dialogue box.

Since most of you have more than one driver per household, you will need **one copy of this file for each driver for each week**. That is where the “a” that is towards the end of the file’s name comes in. For a second copy of this file for the same week, change the “0000” to the week’s date as described above, then change the “a” to the **first name** of the driver who will be using that copy of the travel diary file. This will prevent the second copy from erasing or overwriting the first copy of the travel diary for that week. So if you had two drivers using travel diaries for the week starting May 21 they would be named “NON-DRIVING0521John.xls” and “NON-DRIVING0521Jill.xls” respectively (we’re assuming the drivers’ names are John and Jill in this example).

Hopefully these instructions are clear. If not, please call me (Randy) on my direct phone line (684-8550) and I’ll be glad to talk you through the steps. But I have every confidence that you will be able to do this just fine.

### 3. TURNING IN SPREADSHEET DIARIES

Finally, when you are ready to turn in these electronic file diaries each week, I prefer that you attach each diary to a separate e-mail sent to [waytogo@ci.seattle.wa.us](mailto:waytogo@ci.seattle.wa.us). Since people are using a variety of different e-mail programs and ISP services, sending only one attachment per e-mail will help to make sure that everything arrives in a usable form.

To use the example above with a household that has two drivers named John and Jill, I should be getting two e-mails each week from that household. In the example above where the diary is for the week starting May 21, one e-mail should have a file attached named “NON-DRIVING0521John.xls” and a second e-mail should have a file attached named “NON-DRIVING0521Jill.xls”, and both should arrive by 5:00 p.m. on Monday.

I hope this explanation is clear.

Please let me know how I may be of further assistance.

Sincerely,

Randy Wiger  
Way to Go, Seattle